

RECOMMENDATIONS FOR THE USE OF MYSTUDY FOR THE SUBMISSION OF EXAMS (ONLINE EXAMS) IN WS 20/21

QUICK GUIDE

- Create a password protected folder for the examination task & a subfolder for the submission of the exams.**
 - Create a new folder in the material of your course.
 - Set a password.
 - Deactivate the option "Allow access without password for successful registered students". (Only students registered for the exam should have access to the folder via password entry).
 - Upload the exam task into this folder.
 - Create a subfolder in the password-protected folder where students can upload their exam submission. Freigabe (Release): Uploads: everyone || Visible: for the file owners, the lecturers and tutors.
- Inform the students**
 Inform the students exclusively via the notification function offered in the respective examination (**not via the notification function of the course**) about:
 - the examination modalities
 - the password to be used for the examination task folder
 - an alternative way for submitting the exam (e.g. by e-mail)
- After end of submission: Make upload folder invisible - Download exam submissions.**
 - Make the upload folder invisible to students.
 - It may be useful to document the contents of the upload folder via screenshot or the print option of your browser.
 - Download all exam submissions.
 - Check whether all submitted exams can be read or edited.
 - Delete the uploaded exam submissions in myStudy as soon as possible. For reasons of data protection and examination law, archiving and retaining exam submissions in myStudy is not permitted.

Please note:

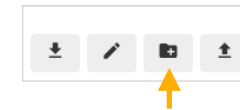
All persons who have editing rights to your course, e.g. tutors, administrative staff, coordinators, have access to the material folder of your course and thus to the students exam submissions.

Handouts and further information on online exams can be found on the Leuphana Teaching Service pages: <https://www.leuphana.de/en/university/history/teaching/support-tools/digital-platforms-and-tools/online-exams.html>

DETAILED INSTRUCTIONS WITH SCREENSHOTS

1. Create a password-protected folder & a subfolder for the upload / submission of the exam

Click on the folder icon in your course material.



Assign a folder name

Edit 'Examination task' ✕

Name

Description

Set password

Allow access without password for successful registered students

Freigabe

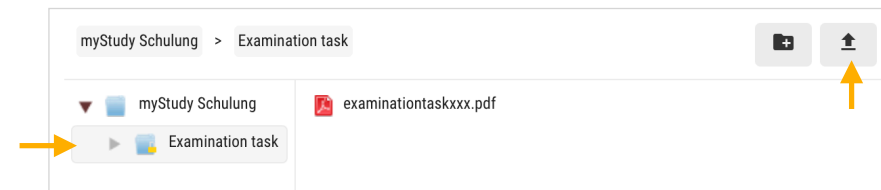
- Uploads: lecturers and tutors of the course
Visibility: lecturers and tutors of the course
- Uploads: lecturers and tutors of the course
Visibility: for everyone
- Uploads: everyone
Visibility: for the file owners, the lecturers and tutors
- Uploads: everyone
Visibility: for everyone

Set a password

The option "Allow access without password for successful registered students" must be deactivated. You must remove the tick after setting the password. So that only students registered for the exam can access the folder by entering a password!

Upload examination task

Change to the folder (double click) and upload the examination task.



Create a subfolder where students can upload their exam submission

Create a new (sub)folder where students can upload their exam submission. The sub-folder is protected by the assigned password at the higher level.

Assign a folder name →

Freigabe (Release option): Upload: everyone Visible: for the file owners, the lecturers and tutors →

Edit 'New folder'

Name: exam submission

Description:

Set password: Note: This folder is protected by the folder 'Examination task'. The password entered here is ineffective. Allow access without password for successful registered students

Freigabe: Uploads: lecturers and tutors of the course. Visibility: lecturers and tutors of the course Uploads: lecturers and tutors of the course. Visibility: for everyone Uploads: everyone. Visibility: for the file owners, the lecturers and tutors Uploads: everyone. Visibility: for everyone

Delete Cancel Submit

Your directory should now look like this:

The folder „Examination task“ is password protected (lock symbol). →

The subfolder "exam submission" is open for upload (red arrow) →

myStudy Schulung > Examination task

myStudy Schulung Examination task exam submission examinationtaskxxx.pdf

View for students

For students, the folder „Examination task“ is only visible as a lock symbol.

myStudy Schulung

myStudy Schulung Examination task

If students click on the lock, they have to enter the password.

Enter password

Password

Ok Abbrechen

Subsequently, students have access to the examination task and can upload their exam submission to the upload folder „exam submission“.

myStudy Schulung > Examination task

myStudy Schulung exam submission examinationtaskxxx.pdf

If the upload folder is configured as described, students will only see their own exam submission or an empty directory as long as they have not uploaded anything yet.

myStudy Schulung > Examination task > exam submission

myStudy Schulung Examination task exam submission

View for lecturers

As a lecturer you can see the submitted examinations. If the visibility settings are correct (see above), the files and file names are greyed out.

myStudy Schulung > Examination task > exam submission

<div style="background-color: #f0f0f0; padding: 2px; margin-bottom: 5px;"> myStudy Schulung </div> <div style="background-color: #f0f0f0; padding: 2px; margin-bottom: 5px;"> Examination task </div> <div style="background-color: #f0f0f0; padding: 2px;"> exam submission </div>	<div style="background-color: #f0f0f0; padding: 2px; margin-bottom: 5px;"> HelgaHolzSubmission.pdf </div> <div style="background-color: #f0f0f0; padding: 2px;"> StudentXYsubmission.png </div>
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2. Inform the students registered for the examination

For each examination date, myStudy offers you the option to send messages to all participants registered for the examination.

To do so, switch to the respective examination date of your examination. You will find a corresponding input field under the examination forms provided. The notification will be sent by e-mail to all students registered for this examination date. A copy will also be sent to your e-mail address.

1. Date of assessment

Assessment date / deadline	Monday, 22/02/21, 11:15, 📍 Online-Klausur
Assessment registration	Monday, 12/10/20 - Sunday, 15/11/20
Rücktrittsfrist	Wednesday, 17/02/21

Formulare	assessment list for grade recording ⓘ
	Export zum Import in EvaExam ⓘ
	Assessment protocol for attendance exams ⓘ
	Assessment protocol for online exams ⓘ
	Form for archiving exam work ⓘ
	Nachricht an alle zur Prüfung angemeldete Teilnehmer*innen ⓘ

Senden

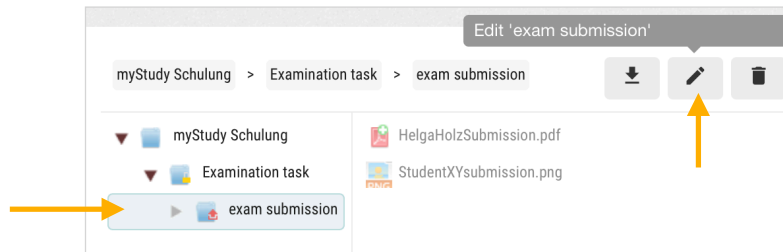
Inform the students exclusively about this notification function offered in the examination (not about the notification function of the course)!!!



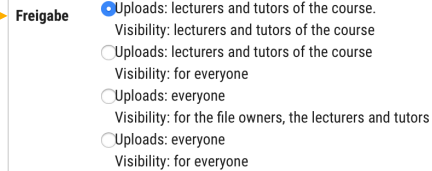
3. After end of submission: Make upload folder invisible - Download examination submissions

If the deadline for upload the exam submission has expired, you can make the upload folder "invisible" so that no further uploads can take place or files can be deleted.

Highlight the folder and select the pencil or edit icon. Then change the sharing option as described below.

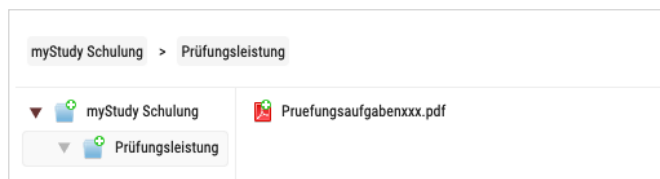


Change the „Freigabe“ / release option:
Uploads: lecturers and tutors of the course
Visibility: lecturers and tutors of the course



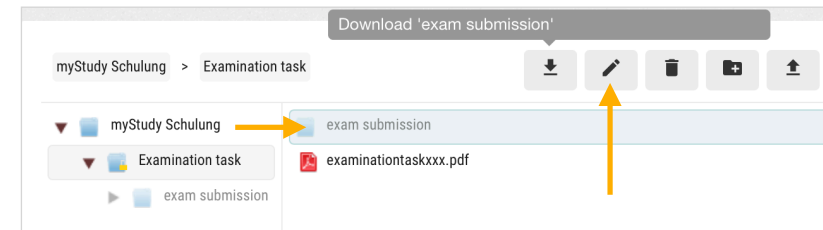
View for students

Students will then no longer be able to see the "Exam submission" folder and will no longer have access to the upload folder.



Download exam submissions

Download the exam submissions (as a ZIP file) by marking the folder and starting the download.



Further notes

- Check the downloaded exam submissions. Is the download complete? Can you open and read all files?
- It may be useful to document the contents of the upload folder in myStudy via screenshot or via the print option of your browser.
- For the further procedure, please refer to the relevant information provided by the Examination Service and the Teaching Service.
- Please delete students examination submissions as soon as possible in myStudy. For reasons of data protection and examination law, it is not permissible to retain or archive examination results in myStudy.